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Instructions for Applicant:

- 1. Please complete sections 1, 2, 3 and 4 and bring to your pre-training interview.
2. Please attach copies of your certified academic transcript certificate if you are applying for Credit Transfer.
3. Sections 5, 6 and 7 (where applicable) of this form will be completed at the pre-training interview by a Federation TAFE representative.

This pre-training review form will assist in determining your eligibility and suitability to enrol in the program/course that you have applied for.

Instruction for University Representative:

Please ensure ALL sections are completed.

SECTION 1: Personal Details
Title: Mr, Ms, Mrs, Miss, Dr, Other
First name
Other name
Family name
Date of birth: / / Gender: Male, Female, Other
Email address
Are you a Registered Apprentice or Trainee? Yes, No

Notes:
Your legal family name/surname
Your first legal given name
Your other legal name

If yes, RTO is to complete the 'Employer Pre-Training Review' on page 5 with the Employer.

SECTION 2: Course Information
1: What Course/Qualification have you applied for? Course Code
Course Title
2: Have you ever completed any of the following?
Year 12 or equivalent, Traineeship, Apprenticeship, Other I N/A
VET in Schools Program, TAFE programs/course, University degree

Please tick all applicable

Table with 3 columns: Date Completed, Program/Course Title, Organisation/Institution. Includes entry for CERTIFICATE III IN INDIVIDUAL SUPPORT at NMIT.

3: Do you wish to apply for 'Credit Transfers'? Yes, No
If yes, please provide a certified copy of an academic transcript certificate or statement of results for these courses/units of competency you wish to apply for Credit Transfer. Attached

Credit transfer is a process that provides credit for an equivalent unit of competency previously achieved.



### SECTION 3: Skills Recognition

Do you wish to apply for RPL?

Yes  No

If yes, you will be required to complete *Part A – RPL Self-Assessment* for each course to determine your eligibility to proceed with RPL. You should discuss the RPL process with the teacher at the pre-training interview.

Recognition of Prior Learning (RPL) is an assessment process that recognises the skills and knowledge you have already gained. If you have completed other courses, if you have relevant work experience and work-based training or life experience, you may be able to apply for RPL for some or all of the units in the course you are applying for.

### Relevant Employment/Work Experience

Have you any relevant employment or work experience?

Yes  No

If Yes, please complete the table below

Dates	Position	Company	Duties	Hours per week
APR 2010 TO JUL 2012	CUSTOMER SERVICE	SERVICE	EG. SERVE CUSTOMERS, CASHIERING	10

### SECTION 4: Goals and Preferred Learning Style

What are your interests in this area and how do you hope this course will assist you to achieve new skills and knowledge?

(EG. INTERESTED IN MAKEUP AND WOULD LIKE TO GET A QUALIFICATION IN THIS AREA)

What existing knowledge do you have of the industry you are applying to study in?

(EG. VOLUNTEER IN AGED CARE FACILITY)

What do you hope to achieve from this qualification?

(EG. SKILLS AND KNOWLEDGE TO GET A JOB IN THE FIELD)

Explain:

Tick one or more of the following:

- Job ready
- Undertake further education
- Promote/enable access to training for disadvantaged learners

How do you prefer to learn? (Tick one or more)

- Being shown how to do something, and then trying it myself with some supervision
- Researching, reading and discussing
- A mix of being shown how to do something, trying it out, and talking to someone who has done it
- Working with others on the same problem – I don't like going it alone
- Finding information on the Internet at a time and place that suits me, so learning can fit in with my lifestyle

Where do you prefer to learn?

- Outside, doing practical things with an end result that I can see
- In libraries, lecture theatres and places where I can discuss, read and research ideas
- In a relaxed environment with lots of discussion, where I can ask the teacher when I need help or guidance
- In a family-friendly environment where I learn from others' life experiences
- At my laptop or home computer, in an online/blended environment and at a time that suits me

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Authorised by: Pro-Vice Chancellor (VET) and Chief Executive TAFE  
 Document Owner: General Manager TAFE  
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 Current Version: 25/03/2021  
 Review Date: 01/01/2022

**SECTION 5: Course Requirements:**

All parts of Section 5 to be completed by the Federation TAFE representative

**5a Literacy and Numeracy Review**

As part of determining the suitability of the course, it is important to have undertaken a review of the student's literacy (reading and writing) and numeracy (maths) skills. This allows for a comparison of their skills with the entry level literacy/numeracy skills for their desired course and an indication of the types of support that the student may require. VetAssess manage the Universities LLN review process. The student will be resulted as 'Achieved ACSF Level' or 'Working towards ACSF Level'. This score is based on the Australian Core Skills Framework (ACSF) which is the national system used to measure adult literacy and numeracy skills. (Federation TAFE representative to enter LLN details from the VetAssess database).

	Reading	Writing	Numeracy
Applicant's ACSF level (Achieved / Learning Support Recommended / Alternative Pathway Recommended)			
Recommended ACSF level for Course (refer to TAS)			

Refer to Appendix 1 of pre-enrolment review for guidance on suitability to enrol into the course. Please tick most relevant outcome:

Applicant's ACSF levels are sufficient to enrol into the course  **Yes (proceed to 5b)**  **No**

i. It is recommended that the applicant enrol but will require additional LLN support.  Yes  No  
 If yes, please note the additional support services that will be provided to the applicant:

ii. It is recommended that the applicant undertake a foundation program prior to enrolling into this course.  Yes  No

iii. Where an Applicant's ACSF does not meet the levels as listed in the TAS, does the trainer/assessor deem the applicant able to undertake study without support?  Yes  No  
 If yes, the trainer/assessor must provide a rationale:

**5b Identify digital capability**

It is expected that students will access Federation email and learning resources and course evaluations online. Please indicate your ICT capability and access below.

Computer access  Home  Work  None  Fed campus

Internet access  Home  Work  None  Fed campus

Digital capability  Novice  Capable  Advanced

**Funding Entitlements**

The applicant has been provided with current information on Victorian Training Guarantee (VTG) funding:  Yes  No

The applicant has been provided with current information on VET Student Loans (Diploma courses only):  Yes  No

**5c Course Pre-requisite Requirements**

Does the course the student is enrolling in require industry placement?  
 If yes, answer the following:  Yes  No

Requirements	Required?	Student holds?
Working with Children's Check (WWCC)	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Satisfactory Police Check	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Meet Prescribed immunisations requirements set by placement organisations	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Other (please detail):	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

**NURSING STUDENTS ONLY**

Have you provided the student with the information from the NMBA regarding the English Language Skills Registration Standard?  Yes  No

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### SECTION 6: Determination of Appropriateness of Course:

All parts of section 6 to be completed by the Federation TAFE representative

The following checklist provides a final determination of the applicant's suitability and eligibility to undertake the course. All questions with an asterisk\* must be answered as yes in order to determine appropriateness of course.

Pre-training evaluation and rationale for enrolment		Yes	No
1*	Does the applicant have sufficient experience, knowledge and understanding of course requirements to undertake this qualification?	<input type="radio"/>	<input type="radio"/>
2*	Was RPL offered to the applicant? (if relevant).	<input type="radio"/>	<input type="radio"/>
3	Does the applicant's preferred learning style align to the delivery methods, proposed learning strategies and training materials for this course?	<input type="radio"/>	<input type="radio"/>
4*	Was the applicant able to explain sufficiently why they are undertaking the program/course?	<input type="radio"/>	<input type="radio"/>
5*	Was the applicant able to state what they hoped to achieve from this course?	<input type="radio"/>	<input type="radio"/>
6*	Does the applicant have the required LLN skills to undertake this course? Or	<input type="radio"/>	<input type="radio"/>
	Is the applicant able to undertake this course with recommended LNSUPPORT? <small>Refer to Appendix 1 of Pre-enrolment procedure for guidance in answering this question</small>	<input type="radio"/>	<input type="radio"/>
7*	Does this applicant have the digital capability to undertake this qualification?	<input type="radio"/>	<input type="radio"/>
8*	Does the applicant have the pre-requisites (if relevant) listed for this course?	<input type="radio"/>	<input type="radio"/>
9*	Which 'Skills First Program' objectives would this enrolment support (tick one)	Rationale:	
	<input type="radio"/> A. <b>Job ready</b>	A. To improve employment outcomes and opportunity	
	<input type="radio"/> B. <b>Undertake Further Education</b>	B. Re-engage, engage, re-skill or continue in lifelong learning	
	<input type="radio"/> C. <b>Promote/enable access to training for disadvantaged learners</b>	C. Opportunity to access education and training in a safe learning environment	
	Is the rationale aligned to the objective above?	<input type="radio"/>	<input type="radio"/>
	If not, please provide additional comment:		
10*	Is this qualification the most suitable qualification for this student based on the students responses regarding their aspirations and interests and is in alignment with the intent of the Training and Assessment strategy?	<input type="radio"/>	<input type="radio"/>
	If not, which qualification would you recommend is more suitable for the student?		

Federation TAFE Representative Recommendations		Yes	No
Enrolment to proceed or		<input type="radio"/>	<input type="radio"/>
Enrolment to proceed with adjustments		<input type="radio"/>	<input type="radio"/>
Applicant has been provided with feedback on the outcome of this pre-training review		<input type="radio"/>	<input type="radio"/>

### Federation TAFE Representative Signature

Name	<input type="text"/>	Trainer/ Assessor Signature
Date	<input type="text"/>	

### Applicant Signature and Declaration

I declare that I have read the instructions and that the information submitted on and with this form is complete and accurate in all respects. I acknowledge that the provision of incorrect information may result in the withdrawal by Federation University Australia ('University') of any place which may be offered. I agree to release and indemnify the University and its officers, employees, agents, partners and contractors from and against any liability, claim, action, demand, loss or expense (including legal costs) arising out of or in any way connected with the provision of incorrect information.

- I acknowledge I have received a Statement of Fees
- I acknowledge I have received the VET Student Loans Information Sheet (if applicable)

Name	<input type="text"/>	Applicant Signature
Date	<input type="text"/>	

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## Employer Pre-Training Review

### SECTION 7: Employer details

Employer			
Address			
Contact name		Telephone	
Apprentice name			
Qualification			

### Employer Information

Employer has trained apprentices previously  Yes  No

#### Business type

--

#### Working environment

--

Total number of employees		Apprentices		Trade qualified people	
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#### Authorised supervisor/s

1		2	
3		4	

#### Notes:

Including specialisations and specialist equipment

Eg: on/off site or combination

Customers and client types: Eg: domestic, commercial etc.	Hours of operation: Eg: RDOs, breaks, shut downs, closed all of January etc.	Any other details/concerns relevant to training

### Preferred method of contact to verify unit of competence

<input type="radio"/> Email:	
<input type="radio"/> Fax:	
<input type="radio"/> Post:	
<input type="radio"/> Visit:	

I confirm that I have discussed the above information with a Federation trainer during the pre-training review.

Employer Name		Signature	
Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		

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